

SPAWARINST 4160.3  
SPAWAR 04  
14 Nov 01

SPAWAR INSTRUCTION 4160.3

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR POLICY, PROCEDURES AND RESPONSIBILITIES FOR  
TECHNICAL MANUAL MANAGEMENT OPERATIONS AND LIFE CYCLE  
SUPPORT

Ref: (a) Assistant Secretary of the Navy Policy on Digital  
Logistics Technical Data of 2 Nov 99  
(b) NAVSO P-35, Department of the Navy Publications and  
Printing Regulations  
(c) SECNAVINST 5510.36

Encl: (1) NAVSEA/SPAWAR Technical Manual Management Program  
(TMMP); Operations and Life Cycle Support Procedures  
Handbook, Technical Manual Number, E0005-  
AC-HBK-010/TMMP SPAWAR) and S0005-AA-PRO-010/TMMP  
Revision 2 (NAVSEA) of 1 Jul 00

1. Purpose. To establish and implement policies, procedures and responsibilities for the activities responsible for implementing, processing, and controlling the acquisition, maintenance and distribution of Space and Naval Warfare Systems Command (SPAWAR) technical manuals.

2. Background. References (a), (b), and (c) provide DoN policy for technical manuals. The requirements of references (a) and (b) are incorporated within enclosure (1), and promulgated by this instruction.

3. Scope. The Technical Manual Management Program (TMMP) applies to all technical manuals assigned to SPAWAR, covers all phases of the acquisition and life cycle management, and encompasses planning, budgeting, acquisition, approval, distribution, maintenance, and disposal of technical manuals issued by SPAWAR. The release and re-distribution of SPAWAR technical manuals and documents shall be strictly controlled using guidance set forth in reference (c).

4. Policy. All SPAWAR technical manuals shall be developed under the TMMP and comply with requirements of enclosure (1) and reference (c).

5. Responsibilities. SPAWAR 04 is the single authority for establishing and disseminating the command TMMP policy and procedures. The SPAWAR Program Manager of Record shall assign a designated Technical Manual Maintenance Activity (TMMA) who shall

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execute the technical manual requirements of enclosure (1) and be responsible for the following oversight functions:

a. Planning, Budgeting, and Funding:

(1) Provide budget estimates for development and updates of TM products.

(2) Identify Quality Assurance (QA) documentation requirements to support TM procurements.

b. Acquisition. Request Technical Manual Contract Requirements (TMCRs) from Naval Systems Data Support Activity (NSDSA) Port Hueneme, California. The URL is:  
<http://nsdsa.phdnswc.navy.mil/>.

(1) Review and tailor TMCRs; forward approved TMCRs to appropriate authority for inclusion in acquisition packages.

(2) Ensure a Technical Manual Seataask Requirement (TMSR) is used when a Navy/government activity develops TM products.

c. Technical Manual Quality Assurance (TMQA): Request, review, and recommend approval and disapproval of contractor TMQA plans, validation and verification plans.

(1) Review contractor adherence to TMQA and validation plans during quality-program reviews.

(2) Convene post-award conferences early in the TM development process to clarify and define TM requirements.

(3) Coordinate, schedule, and conduct In-Process Reviews (IPRs) to assess adequacy and accuracy of TM products at designated percentages of completion.

(4) Review Book Plans to evaluate whether proposed form, format, illustrations, and content satisfies requirements of the TMCR and contract.

(5) Perform an independent validation and verification, or witness contractor validation to ensure TM reflects hardware configuration and compliance with TMCR.

(6) Maintain records of all TM meetings, IPRs, and validations and verifications.

(7) Submit requests for deviations or waivers to SPAWAR policies to SPAWAR Code 04 for approval or disapproval.

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d. Technical Manual Identification and CD-ROM Numbers. Request all technical manuals and CD-ROM number requests from NSDSA via the Technical Data Management Information System (TDMIS).

e. Technical Data Management Information System. Use TDMIS in the Life Cycle Management of SPAWAR technical manuals. The TMMA shall notify NSDSA of all errors, omissions, and recommendations for improvement found when using TDMIS products and services.

f. Printing, Distribution, Library, and Stocking. Print and distribute all technical manual products in accordance with established command policy.

(1) Review TDMIS-generated baseline distribution lists to ensure the distribution lists reflect:

(a) All addresses with a need to know;

(b) Sufficient copies to satisfy follow-on installation, if applicable;

(c) One copy for the NSDSA Library;

(d) Sufficient copies to satisfy a two-year supply for applicable training commands.

6. TM Maintenance. The TMMA shall provide TM management services to ensure changes to technical manuals resulting from hardware changes, software changes, Technical Manual Deficiency/Evaluation Reports (TMDERs), and Advanced Change Notices (ACNs) are issued as formal changes or revisions as appropriate to ensure quality products.

7. Technical Manual Deficiency Reporting. Shall be issued to ensure final technical manuals are issued with copies of TMDERs.

8. Distribution Control. The TMMA shall ensure technical manual distribution is on a "need to know" basis and limited to authorized U.S. government agencies, activities, and authorized Foreign Military Sales (FMS) countries. Approval will be made by SPAWAR Code 04.

a. The TMMA shall ensure all technical manuals bear the applicable distribution statement from reference (c) on the front cover and title page.

b. The TMMA shall ensure classified technical manuals are handled, safeguarded, transmitted, marked, downgraded, and declassified per appropriate security regulations.  
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9. Disposal. The TMMA shall notify NSDSA to cancel, supercede or make obsolete technical manuals.

10. Action. Addressees shall adhere to the provisions of this instruction and provide this information to those individuals that have a need to know.

/s/  
K. D. SLAGHT

Distribution:  
SPAWAR List 3  
FKQ 10 (SPAWARSYSCEN)  
FKR 10 (SPAWAR RESERVE UNITS)

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**NAVSEA/SPAWAR TECHNICAL MANUAL MANAGEMENT PROGRAM (TMMP)**

1. Technical manuals shall be managed and controlled through a central Technical Manual Management program (TMMP). Per references (b) and (c), a single activity at Command headquarters shall exercise authority and responsibility for the policies, procedures, and programs applicable to technical manual management. The TMMP shall be maintained as a formal and effective program to ensure that technical manual, change, and revision products are of a high quality and are under adequate management control at all times. The TMMP shall be coordinated and integrated with the Command Integrated Logistics Support (ILS) and related technical programs.

a. Activities involved in acquiring, maintaining, or managing technical manuals to support new or modified equipment, systems, or ships shall:

(1) Implement the policies of this instruction;

(2) Coordinate all technical manual implementing policies and procedures with the Command program manager for the TMMP; and

(3) Assign an individual as a Point of Contact to provide coordination and disseminate technical manual information.

2. The Technical Manual Management Program (TMMP) encompasses planning, budgeting, acquisition, approval, distribution, maintenance, and disposition of technical manuals issued by the Naval Sea Systems command. The TMMP:

a. Applies to all phases and aspects of the life cycle management of technical manuals.

b. Applies to all technical publications or technical data that furnish information on the description, installation, operation, test, maintenance, repair, and overhaul of a ship, system, equipment, or component.